

2023-2024 Biennium Vermont Lobbying Information System

**Registration Renewal Instructions
& basic information**



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Montpelier, VT 05601***

I. Introduction

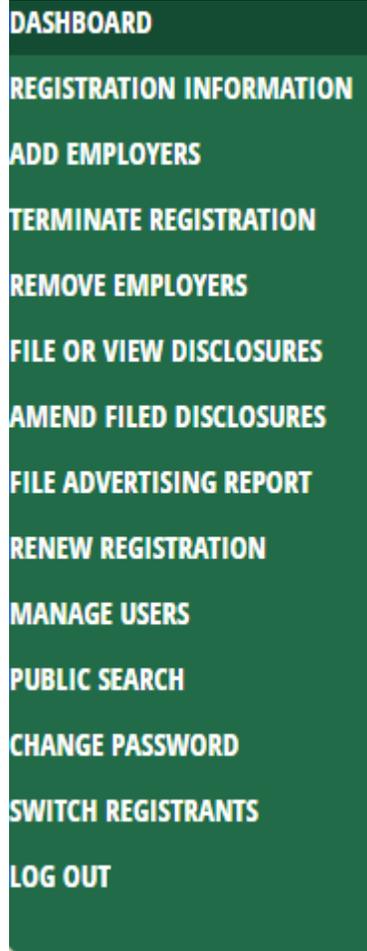
1. The State of Vermont is approaching the fifth biennium with our online lobbyist registration and disclosure filing system, which has allowed for easier accessibility and transparency in all facets of use and reviewing information.
2. During the 2021-2022 Biennium, there have been 699 registered lobbyists, 503 registered lobbyist employers and 27 lobbying firms.
3. **Please note: These instructions are solely for RENEWING the past biennium's information. If you are going to register in a different capacity for the new biennium, you will need to register as a new entity.**

II. How do I renew my registration as a lobbyist/lobbyist employer for the new Biennium?

1. If you had previously been registered during the 2021-2022 biennium as a lobbyist or lobbyist employer, it is easy to renew your registration in the Lobbying Information System.
2. You will use the same login information to enter into the system (i.e. your email address is your user ID and your password remains the same).
3. <https://lobbying.vermont.gov/>



4. If you have trouble logging in, please utilize the “forgot password” prompt.
5. Once you enter your account, you will see your dashboard. On the left-hand side, there is a list of actions that you can take. A little more than halfway down the list, you will see the option “Renew Registration”.



6. Click on “Renew Registration” and it will take you to your “Lobbyist/Lobbyist Employer” information, which will be pre-populated with the prior Biennium’s information. At this point, you may make any necessary changes to your address, phone number, email address, etc. The same photo (for lobbyists) that you had used in the prior biennium will remain uploaded. If everything remains the same, you may simply hit “continue”.

(Please view image for example)

The screenshot shows the 'RENEW LOBBYIST' form with the 'LOBBYIST INFORMATION' section. The form includes fields for First Name (John), Last Name (Doe), Middle Name, Phone (802-888-8888), Biennium (2017 - 2018), Lobbyist Email (l@l.com), Fax, and Upload Photo (Carol Allocco 2015.jpeg). The Mailing Address section includes Street Address (PO Box 111), City (Montpelier), and State (Vermont). A 'CANCEL' button is on the left and a 'CONTINUE' button is on the right.

7. The next screen will be where you can add lobbyist(s) or lobbyist employer information. At this point, you may either add new lobbyists or lobbyist employers. You may also hit the “delete” button to remove any obsolete information. This is not a termination, just a removal of that entity from your listing. However, if everything remains the same as the prior biennium, you may click the edit button and update the “date lobbying commenced” (first date of the new biennium, NOT first date of actual employment) and then “update employer list”. This will populate the necessary information.

(Please view image for example)

The screenshot shows the 'RENEW LOBBYIST' form with the 'EMPLOYER INFORMATION' section. It includes a search bar for the employer (Johnson & Johnson), a date picker for 'Date Lobbying Commenced' (01/01/2017), and a calendar for 'Subject Matter' (Pharmaceuticals, Health Care, Health Care). A table below shows the current employer listing with 'DELETE', 'EDIT', and 'UPDATE EMPLOYER LIST' buttons. A note at the bottom states: 'I am registering as a lobbyist for the first time for the legislative biennium, and the initial registration fee of \$60.00 plus \$15.00 for each lobbyist employer listed is included with this registration.'

Employer Name	Date Lobbying Commenced	Subject Matter of Employment	Status	Actions
Johnson & Johnson		Pharmaceuticals, Health Care, Health Care	Active	EDIT DELETE

- After this data populates, please hit the “continue” button. The next page will have your completed registration form filled out.

(Please view image for example)

The screenshot shows the 'REVIEW' step of the 'RENEW LOBBYIST' registration process. The page has a dark red header with 'RENEW LOBBYIST' on the left and '2014 - 2016 HOME HELP' on the right. A progress bar at the top shows the steps: LOBBYIST, EMPLOYER/FIRM, REVIEW (current), PAYMENT, and CONFIRMATION. The 'LOBBYIST INFORMATION' section includes a photo of a woman and the following details: Lobbyist Name: Carol Allocco; Address: PO Box 11553; City, State, and Zip: Albany, New York 12211; Email Address: @l.com (User ID); Phone: 518-432-8636; Fax: (blank). The 'EMPLOYER INFORMATION' section is a table with the following data:

Employer Name	Date Lobbying Commenced	Subject Matter of Employment	Status
Johnson & Johnson	01/01/2017	Pharmaceuticals, Health Care, Health Care	Active

The 'PAYMENT INFORMATION' section shows: Registration Fee: \$60.00; Listing Fee: 1 x \$15.00 = \$15.00; Total Payment: \$75.00. Below this is an 'ACCEPT' section with a checkbox and the text: 'I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and I agree to the terms and conditions under Vermont law.' At the bottom are 'BACK' and 'CONTINUE' buttons.

- If all of the information looks correct on this form, click the checkbox underneath the word “Accept” and then proceed to the “Continue” button.

- If any of the information is not correct, please use the “Back” button and return to the prior screen in order to fix it.

- The **final step** in the registration process is the payment information, which will be on the next screen.

(Please view image for example)

The screenshot shows the 'PAYMENT' step of the 'RENEW LOBBYIST' registration process. The page has a dark red header with 'RENEW LOBBYIST' on the left and '2014 - 2016 HOME HELP' on the right. A progress bar at the top shows the steps: LOBBYIST, EMPLOYER/FIRM, REVIEW, PAYMENT (current), and CONFIRMATION. The 'PAYMENT' section includes a radio button selection for 'I would like to pay using:' with 'Credit Card' selected and 'eCheck' unselected. Below this is the 'Total Amount:' section showing 'Total Payment Amount: \$75.00'. The 'Credit Card Information:' section includes fields for: *Credit Card Number; *First Name; *Last Name; *Expiration Date (Month and Year dropdowns); *Security Code; and a link 'What is this?'. The 'Billing Address:' section has radio buttons for 'Same as Registered Address' (selected) and 'Overseas Address'. Below are fields for: *Street Address; *City; *State (dropdown menu); and *Zip. At the bottom are logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER NETWORK. At the very bottom are 'BACK' and 'PAY & REGISTER' buttons.

12. Please remember that you may always utilize the “back” button. However, once you hit “Pay & Register” your transaction has been completed.

13. After completion, you will see this screen:

RENEW LOBBYIST 2015 - 2016 HOME

steps: LOBBYIST > EMPLOYER/FIRM > REVIEW > PAYMENT > CONFIRMATION

CONFIRMATION

Important Note:

1. The system shows that you already have a user account I@I.com with Vermont Office of the Secretary of State - Elections Division.
2. If you don't have your password, please click on "FORGOT PASSWORD?" to reset your password.
3. Please note, any employers you have listed on your registration are required to file a separate employer registration. This registration is effective only for the lobbyist identified and does not serve as a registration for the employers listed.

Lobbyist Registration Renewal Successfully Completed

Payment Confirmation Number:

Print the following report:

Lobbyist Renew Registration Report

PRINT PREVIEW

BACK TO DASHBOARD

14. Your user ID and password will remain the same.

15. Please click on “Print Preview” in order to generate a pdf of your registration. You can also print and save this for your records.

16. **You have successfully registered for the 2023-2024 biennium.**

17. After you have gone through the process of registering for the 2023-2024 biennium, each time that you log into the Lobbyist Information System, you will have the option to choose all of your past information for previous biennium. This allows you to go in and look at your history as well as utilize the data in the current biennium.

18. Please remember that **all lobbyists must file a disclosure using the Lobbying Information System, even if there is a \$0.00 reporting figure.** The “No Activity to Report” option can be used. Failure to file online in the LIS by 11:59pm of the deadline date will result in the accumulation of late fees. **It is the sole responsibility of each entity to file these reports in a timely manner. Although the Secretary of State’s office generally will place reminder notices on the LIS website, it is NOT REQUIRED by statute that we do this, rather a simple courtesy on behalf of the Elections Division.**

****Please place these dates on your calendar and set a reminder to ensure your compliance! ****

2/15/23 (January 1 – January 31)
3/15/23 (February 1 – February 28)
4/15/23 (March 1 – March 31)
5/15/23 (April 1 – April 30)
6/15/23 (May 1 – May 31)
9/15/23 (June 1 – August 31)

- **YEAR END** 1/15/24 (September 1 – December 31)

2/15/24 (January 1 – January 31)

3/15/24 (February 1 – February 28)

4/15/24 (March 1 – March 31)

5/15/24 (April 1 – April 30)

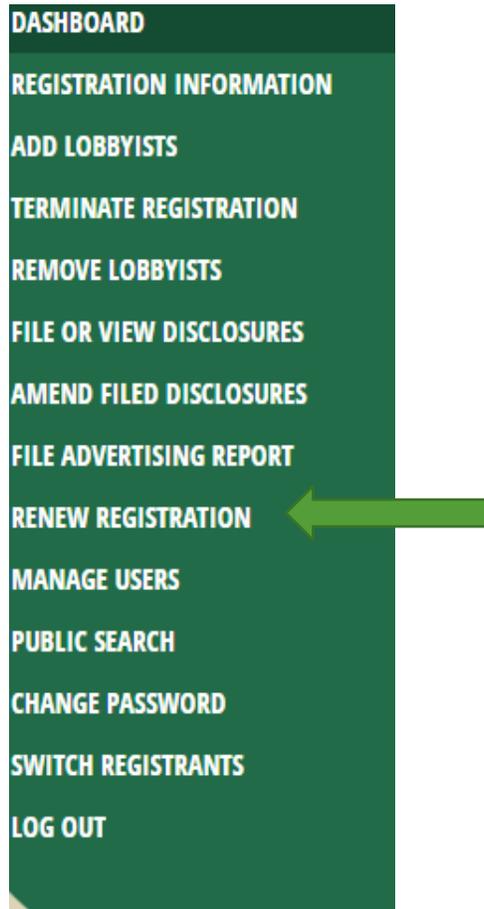
6/15/24 (May 1 – May 31)

9/15/24 (June 1 – August 31)

- **YEAR END** 1/15/25 (September 1 – December 31)

III. Lobbying Firm Registration Renewal

1. As with the lobbyist/lobbyist employer login, your login information remains the same. You do NOT need to re-register as a “NEW lobbying firm.”
2. When you log in, you will see the option on the left-hand column “Renew Registration”



- When you choose the “Renew Registration” button, you will be directed to your Lobbying Firm account information. It will be pre-populated with the data that was included during the 2023-2024 Biennium. If nothing has changed, you simply just need to click “continue”. Otherwise, go ahead and update any pertinent data and then choose “continue”.

RENEW LOBBYING FIRM 2015 – 2016 HOME HELP

steps: LOBBYING FIRM > LOBBYIST > REVIEW > PAYMENT > CONFIRMATION

LOBBYING FIRM INFORMATION * = required field

* Name of Lobbying Firm: MMR, LLC

* Contact First Name: Donna

* Contact Last Name: Aldighetti

* Phone: 802-225-3100 Fax:

* Email: f@f.com * Biennium: 2017 - 2018

Mailing Address:

* Street Address: 45 Court Street (street number, street name, or PO Box.) Address Line 2:

* City: Montpelier * State: Vermont

* Zip: 05602

CANCEL CONTINUE

- The next screen brings you to your lobbyist information. Again, it will be pre-populated with the lobbyist information from the last biennium. Any additions or changes may be made here. If everything is the same, simply click “continue”. (Please remember, at any time, you may use the “back” button if necessary.)

RENEW LOBBYING FIRM 2015 – 2016 HOME HELP

steps: LOBBYING FIRM > LOBBYIST > REVIEW > PAYMENT > CONFIRMATION

LOBBYIST INFORMATION * = required field

* Search Lobbyist: (Last, First Middle) [Click here if lobbyist not found](#)

* First Name:

* Last Name:

* Street Address: (street number, street name, or PO Box.) Address Line 2:

* City: * State: Vermont

* Zip:

ADD TO LIST

First Name	Last Name	Address	Status	Actions
Andrew	MacLean	45 Court Street, Montpelier, VT 05602	Active	DELETE
Chris	Rice	45 Court Street, Montpelier, VT 05602	Active	DELETE
Heidi	Tringe	45 Court St., Montpelier, VT 05602	Active	DELETE
Warren	Coleman	45 Court Street, Montpelier, VT 05602	Active	DELETE
Laura	Pelosi	45 Court Street, Montpelier, VT 05602	Active	DELETE
Matt	McMahon	45 Court Street, Montpelier, VT 05602	Active	DELETE

Note: You may add more than one Lobbyist.

A lobbying firm is "a sole proprietorship, partnership, corporation, limited liability corporation, or unincorporated association which receives or is entitled to receive \$500.00 or more in monetary or in-kind compensation for engaging in lobbying, either personally or through its agents, in any calendar year and employs more than one individual lobbyist, contracts with at least one other lobbyist, or is affiliated with at least one other lobbyist."

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Every lobbying firm shall pay an initial listing fee of \$150.00

BACK CONTINUE

- The renewal fee for the 2023-2024 Biennium is \$150, regardless of whether or not you have added new lobbyists or if your lobbyists are still the same as the prior biennium. When you click continue, you will see the following screen:

steps: LOBBYING FIRM LOBBYIST REVIEW PAYMENT CONFIRMATION

LOBBYING FIRM INFORMATION

Lobbying Firm Name: MMR, LLC
 Address: 45 Court Street
 City, State, and Zip: Montpelier, Vermont 05602
 Email Address: f@f.com (User ID)
 Phone: 802-225-3100
 Fax:

LOBBYIST INFORMATION

First Name	Last Name	Address
Andrew	MacLean	45 Court Street, Montpelier, VT 05602
Chris	Rice	45 Court Street, Montpelier, VT 05602
Heidi	Tringe	45 Court St., Montpelier, VT 05602
Warren	Coleman	45 Court Street, Montpelier, VT 05602
Laura	Pelosi	45 Court Street, Montpelier, VT 05602
Matt	McMahon	45 Court Street, Montpelier, VT 05602

PAYMENT INFORMATION

Initial Listing Fee: \$150.00

ACCEPT

I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and I agree to the terms and conditions under Vermont law.

BACK CONTINUE

- Please click on the “ACCEPT” box and then “CONTINUE” to proceed to payment.
- Your next screen is the payment information screen. Please enter this information and your firm registration will be complete.

steps: LOBBYIST EMPLOYER/FIRM REVIEW PAYMENT CONFIRMATION

PAYMENT * = required field

I would like to pay using: Credit Card eCheck

Total Amount: Total Payment Amount: \$75.00

Credit Card Information:

*Credit Card Number:
 *First Name:
 *Last Name:
 *Expiration Date: Month: Year:
 *Security Code: [What is this?](#)

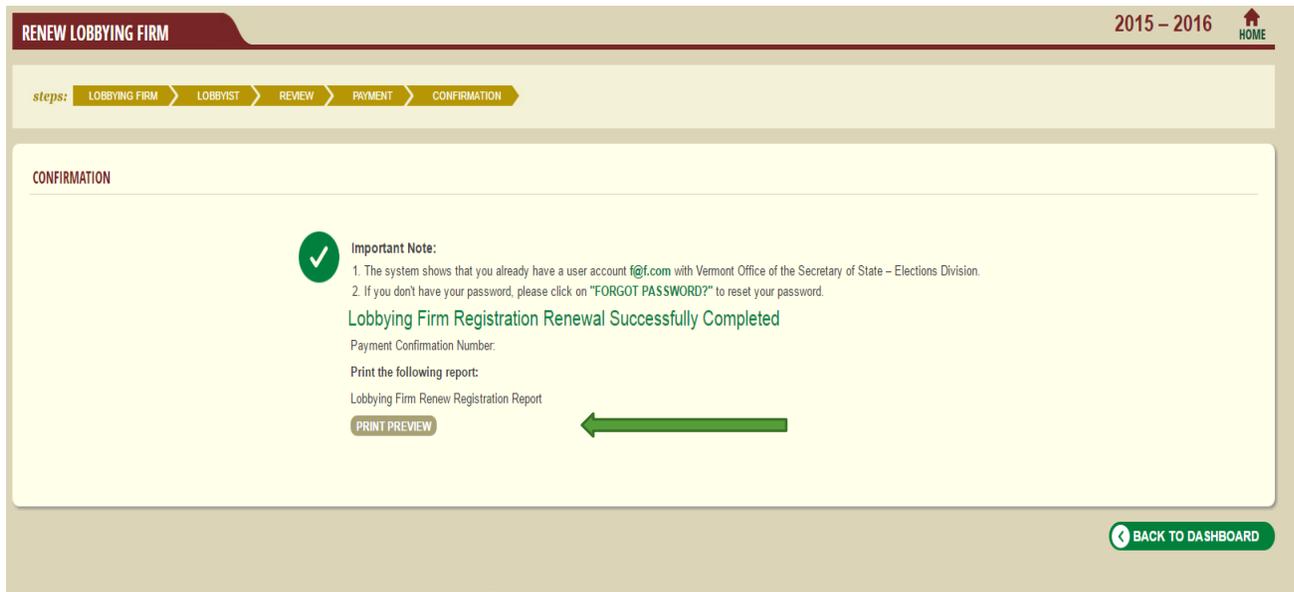
Billing Address: Same as Registered Address Overseas Address

*Street Address:
 *City:
 *State: -- Select State --
 *Zip:

VISA MasterCard AMERICAN EXPRESS DISCOVER

BACK PAY & REGISTER

8. You will get your registration confirmation after payment is completed. Please be sure to print this for your records by clicking on “PRINT PREVIEW”.



9. You have completed the lobbying firm registration process.
10. Please remember that **all lobbyists must file a disclosure using the Lobbying Information System, even if there is a \$0.00 reporting figure.** The “No Activity to Report” option can be used. **Failure to file online in the LIS by 11:59pm of the deadline date will result in the accumulation of late fees. It is the sole responsibility of each entity to file these reports in a timely manner. Although the Secretary of State’s office generally will place reminder notices on the LIS website, it is NOT REQUIRED by statute that we do this, rather a simple courtesy on behalf of the Elections Division.**

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